

City of Louisville Parks & Recreation Department
Memorial Tree and Bench Program

The City of Louisville Parks and Recreation Department is pleased to offer a memorial program to honor and remember friends and relatives. The program is designed to assist the City through donor funding to plant trees and install benches in locations that have been identified as appropriate, and suitable.

Guidelines

- The location and any inscription on a marker or plaque must be approved by the Director of Parks and Recreation or his/her designee.
- Department staff will work with the donor to determine an ideal location for your bench or tree but will limit the number of memorial benches or trees that can be placed within any park, open space, golf course, cemetery or other City of Louisville Parks and Recreation Department maintained property. Memorial Trees are not permitted in areas that are not irrigated, including but not limited to open space.
- At the donor's option, the name of the loved one memorialized or honored will be inscribed on a plaque to be placed on the park bench or on a marker at the base of the memorial tree.
- Final determination on tree species, location and planting will be determined and accomplished by the Parks and Recreation Department. Trees will typically be planted during the fall and spring planting seasons, but may be ordered at any time. Some locations may not be available.
- Final determination on bench style/material, location and installation will be determined and accomplished by the Parks and Recreation Department. Some locations may not be available. Bench locations on Open Space will be predetermined by the City. Open Space Bench locations map available upon request
- All costs related to bench fabrication, installation and inscription/plaque shall be the responsibility of the donor. Plaque shall be a 4" x 6" bronze plaque or approved substitute.
- The cost to purchase and plant a tree along with any inscription, plaque or marker shall be the responsibility of the donor. Plaque shall be a 4" x 6" bronze plaque or approved substitute.
- The City will make every reasonable effort to maintain trees and benches but will not be responsible for acts of nature, survivability of trees, damage or vandalism to benches or trees. At the City's, sole and absolute discretion, the City may replace memorial trees and make repairs or replacement of memorial benches but shall not be required to replace or repair.
- The City reserves the right to remove or relocate the bench or tree if the City determines that removal is in the City's best interest.
- Non-perishable items, such as photos, plastic flowers and beads, are not permitted and will be removed.
- Persons wanting to participate in the Parks and Recreation Department Memorial Tree and Bench Program are requested to fill out an application and submit to the Parks and Recreation Department: City of Louisville, Parks and Recreation Department, at 717 Main Street, Louisville, Colorado, 80027, www.louisvilleco.gov The cost of the bench or tree will be dependent upon size of tree, species and location. The cost of the bench will be determined by size, style, location and installation costs.
- The cost of the 2015/16 Tree Memorial Program is \$300 to \$1,000/tree. The cost of the Memorial Bench Program is \$1,200 to \$3,000.

Your donation of a tree and/or bench helps beautify our community, creates a sense of ownership and provides a meaningful amenity that thousands of users of the great outdoors can enjoy and appreciate as time goes by. You are encouraged to take advantage of one or both of these unique opportunities to remember a loved one, or a special occasion with a lasting tribute.

Return with payment to: City of Louisville, Parks & Recreation Department, c/o Memorial Tree & Bench Program, 749 Main Street, Louisville, CO 80027.

Name of Donor _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

In Honor of Name _____

In Memory of Name _____

Proposed Wording for Plaque/Inscription

Name of Card Recipient _____

Recipient Address _____

Recipient City _____ State _____ Zip _____

Please email _____ for pricing information. Fees are subject to change.

Please make all checks payable to the City of Louisville. 50% payment is due upon approval with the balance due upon installation.

For Office Use Only:

_____ Approved

_____ Approved with following conditions

_____ Denied (Explanation)

